

Request for Proposal (RFP)

Hancock County Port & Harbor Commission

Invitation: The Hancock County Port and Harbor Commission (HCPHC) is soliciting proposals from qualified companies interested in providing **HVAC On-Call Repair Services** for properties owned and operated by the Commission. Firms with relevant experience and qualifications are encouraged to submit.

Scope of Services: The HCPHC is seeking the services of a licensed HVAC Repair person or company to perform on-call, as-needed repair services for properties owned and operated by the Commission. A Detailed Information Packet about this RFP can be obtained via email by contacting Felicity Arcement (FArcement@hcphc.ms). Persons or companies submitting proposals will be expected to provide all labor, materials, tools, and equipment required for the services outlined in the Detailed Information Packet.

Submission Requirements: Persons or companies submitting proposals for these services should use the Proposal Form included in the Detailed Scope information referenced above. **One (1) original proposal and four (4) copies** should be delivered to the office of **Hancock County Port & Harbor Commission at 706 Hwy 90, Waveland, Mississippi, 39576 (P.O. Box 2267, Bay St. Louis, MS 39521), no later than 4:00 p.m. on Wednesday, September 16, 2015.** The outside of the package should be clearly marked **"Hancock County Port and Harbor Commission HVAC On-Call Repair Services"**. Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

Selection Criteria: A selection committee will use the following criteria and point system when evaluating the proposals:

- a. Qualifications and licensure of company employees – 25 points
- b. Experience with similar contracts – 25 points
- c. Proposed pricing schedule – 20 points
- d. Capacity to perform the work – 20 points
- e. Geographic proximity to HCPHC properties – 10 points

Contract Information: HCPHC intends to award a one (1) year service agreement for HVAC On-Call Repair Services, with the option to renew the service agreement for two (2), one-year periods. The specific terms of the service agreement will be negotiated based upon proposals received.

HCPHC reserves the right to waive irregularities and informalities in the submittal and evaluation process. HCPHC also reserves the right to reject all persons/companies, decline to proceed with the selection, request additional information or to make inquiries to verify qualifications.

BY:

Harry J. Farve, Secretary
Hancock County Port and Harbor Commission

DATES OF PUBLICATION:

Saturday, August 22, 2015

Saturday, August 29, 2015